



Office of the City Clerk

Weekly Report – for Week Ending December 4, 2015

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

City Municipal Elections - \$1,998,078.94 was received from the Los Angeles Community College District for administration of their 2015 Primary Election.

2016 Neighborhood Council (NC) Elections

The Westwood Vote by Mail (VBM) web portal is now available. Neighborhood Council members can apply for their ballots online. EmpowerLA! will include an article in their upcoming newsletter to promote the portal to Westwood NC stakeholders.

The online Candidate Filing Portal system was finalized this week and will go live this month.

Significant focus is now on the development and completion of the Phone Voting System that will be used for 10 of the NC's in this election. Scripts are being developed which will then be used as the scripts for the English and non-English language audio recordings.

Staff has coordinated the hiring of 11 Independent Election Administrators who will assist EmpowerLA with NC elections.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	0
Number of Notices/Publications	0/23
Number of Contracts Attested	30
Number of Council Files Created	20
Number of Claims Received	73
Number of Referrals	25
Number of Council Meetings	4
Number of Committee Meetings	8

Electronic Documents Submission Survey - As the electronic document submission system (Novus) nears its one year implementation anniversary, a survey was sent out to 39 Departments and Bureaus and resulted in 34 responses. Of those responses, 85 percent of users found the system easy to use and has resulted in a positive impact on their operations by reducing time, paper and resources. Nearly 58 percent of users indicate saving more than an hour a week by using the system. A number of suggested improvements were made through the survey which the Department is currently working on implementing.

Neighborhood and Business Improvement Districts:

The 2016 Annual Planning Reports for the following Business Improvement Districts were submitted to Council and Public Services for scheduling at Committee and Council: Greater Leimert Park, Highland Park, Larchmont Village, Melrose, Westwood and San Pedro Historic Waterfront.

Invoices totaling \$418,166.22 for the newly established South Park II Business Improvement District were mailed to property owners.

The City Clerk presented at the Special Meeting of the- Ad Hoc On Comprehensive Job Creation Plan Committee relative to the Motion (Fuentes - Blumenfield) instructing the City Clerk, with the assistance of the Economic and Workforce Development Department and the City Attorney, to report relative to Business Improvement District best practices, legal issues, and policy restrictions.

TOP ITEMS

- ***\$1,998,079 Received from the Los Angeles Community College District for Election Services***
- ***Westwood Neighborhood Council Vote by Mail Registration System is Live***
- ***Survey Results on Satisfaction of Our Electronic Documents Submission Process***
- ***Off-Site Records Storage Contract Approved by Committee***



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Project Tracking Application - A web-based project tracking application has been developed and implemented to track internal projects from the executive and division manager levels. The application provides a quick project overview from the division level. Previously, projects were tracked on spreadsheets by each division manager.

Records Storage RFP - The City Clerk's recommendation for the selection of a vendor for the award of the records storage contract was approved by the Trade, Commerce, and Technology Committee.

<https://cityclerk.lacity.org/lacityclerkconnect/index.cfm?fa=ccfi.viewrecord&cfnumber=15-1391>)

Historical Archives Research - A law firm researched the history of charter sections pertaining to the Harbor Department. A writer from *Los Angeles Magazine* researched the history of street signs in Los Angeles.

Fiscal - Staff completed the Monthly Financial Status Report for the month of November and forwarded the report to the CAO's Office, reconciled the petty cash account for the month of November, completed the monthly expense report for City Clerk and attended the Trade, Commerce and Technology Committee Meeting to discuss the approval of the records storage services agreement with Storetrieve.

AB1290/Council/General City Purposes - Three (3) contract close outs are in process requests and thirty-four (34) GCP allocation requests were received.

Personnel - The Monthly Badging report of active employees was sent to GSD, and the Monthly Salary report to CLA. Two certifications are in process. Workplace Violence Prevention Training was provided for CD6.

ISSUES

None to report.

UPCOMING. . . .

Committee Meetings Closed Captioning - A new "Captions" column will be added to the Council and Committee meetings page for ADA Compliance. Meeting transcripts will be available for download starting December 14th and going forward basis.

City Health Commission - Next meeting of the City Health Commission will be Monday, December 14, 2015 in Council Chambers.

City Council Winter Recess - December 18, 2015 to January 1, 2016.